

# DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES



BRIAN SCHWEITZER  
GOVERNOR

ANNA WHITING SORRELL  
DIRECTOR

## STATE OF MONTANA

[www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**January 26, 2012**

To whom it may concern,

The Montana Department of Public Health and Human Services (MDPHHS) Women and Men's Health Section is currently soliciting Letters of Interest to administer one federally funded Title X Program covering Ravalli County.

Letters of Interest must address and include the following items to be eligible for review:

- Agency may be any public (government) or non-profit, private entity located in Montana
- Interest in providing Title X services in accordance with the Program Guidelines for Project Grants for Family Planning Services, Office of Family Planning.  
[http://opa.osophs.dhhs.gov/titlex/2001guidelines/ofp\\_guidelines\\_2001.html](http://opa.osophs.dhhs.gov/titlex/2001guidelines/ofp_guidelines_2001.html)
- Every agency must assure client confidentiality and provide safeguards for individuals against the invasion of personal privacy, as required by the Privacy Act.
- Description of the proposed service area, amount of patients to be served, and how the agency plans on serving outlying communities (If proposing more than one service please make sure to clarify the agencies ability to provide those services. A satellite clinic is not necessary for every county, but education and outreach to those communities is necessary.)
- Description of existing services and the need for family planning services.
- Each Agency must agree to and explain how they can meet the following contract requirements:
  - Must be able to implement and comply with a data collection system that is in accordance with the Montana Family Planning collection system (Ahlers & Associates), or be compatible to send electronic data to the Ahlers & Associates for tabulation.
  - Provide all personnel and supportive services necessary to maintain the quantity and quality of services required in proposed counties. (For instance: must have a Medical Director, Nurse Practitioner/Physicians Assistant, Registered Nurse, and medical staff)
  - Provide Title X family planning services to all ages and segments of the population within its service area, including confidential services for adolescents.

- Provide family planning services free of charge to an individual or member of a family whose income equals or falls below either the relevant level stated below, or any other level set by the Contractor that is higher:

<u>Size of family unit</u>	<u>Maximum income level</u>
1	\$10,890
2	14,710
3	18,530
4	22,350
5	26,170
6	29,990
7	33,810
8	37,630

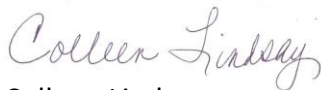
(For family units with more than eight members, add \$3,820 for each additional member.)

- For fees charged to individuals other than those described above, utilize a fee schedule approved by the Department and the U.S. Department of Health and Human Services, and publish the fee schedule publicly.
- Ensure that any factory prepackaged contraceptives dispensed by a registered nurse must be dispensed in accordance with:
  - a. A physician's written protocol specifying the circumstances under which such dispensing is appropriate; and
  - b. The drug labeling, storage, and record keeping requirements of the Board of Pharmacy.

The available funding level is dependent on the amount of patients to be served and the amount of patients served below the Federal poverty line. The Letter of Interest must be submitted by **February 10, 2012**. If it is found that there is more than one agency that would like to provide Title X services a Request for Proposal will follow for that area only.

Please contact the following for additional information and instructions.

Sincerely,



Colleen Lindsay  
 Section Supervisor  
 Women's and Men's Health  
 1400 Broadway, Cogswell C-314A  
 P.O. Box 202951  
 Helena, MT 59620  
 (406) 444-3775